

## **GAFC Training Session FAQs**

### **General Questions**

**1. Q: Do I have to file for state fiscal year 2007?**

**A:** We strongly encourage you to file your reports for the state fiscal year 2007 but if you normally file a federal or calendar year then we will accept this.

**2. Q: I did not have any Mass Health clients during the state fiscal year 07 (7/1/06 to 6/30/07), should I file a cost report?**

**A:** If you did not have any clients during the filing period simply write an email to [Peg.OBrien@state.ma.us](mailto:Peg.OBrien@state.ma.us) and explain that you do not need to file for this reason.

**3. Q: What day rate should I consider for any calculations related to this cost report?**

**A:** This cost report is for the fiscal year 2007, therefore please consider the per diem rate valid during this period of \$37.75.

**4. Q: Is the UFR considered a supplemental financial document?**

**A:** Yes, the UFR is considered a supplemental financial statement because it is audited.

**5. Q: Do I need to report for all my clients in all the schedules?**

**A:** Schedule A asks for all revenue your revenue including revenue from donations, private pay clients and Mass Health clients. In contrast, schedules B and C are only concerned with Mass Health client expenses. However, there is one exception: statistics in schedule B that ask for total days service, total caregiver aides and total clients. Line items 37B-47B ask for overall statistics as well as statistics related to only Mass Health clients.

**6. Q: My supplemental financials don't tie in with my GAFC cost report. What should I do?**

**A:** You must create a reconciliation spreadsheet that ties the cost report financials to your supplemental financial document.

**7. Q: Can I file for an extension?**

**A:** A one time extension will be granted for providers with valid reasons. Send email request to [Peg.OBrien@state.ma.us](mailto:Peg.OBrien@state.ma.us)

**8. Q: I have several provider numbers but we consider ourselves one agency. Should I file one cost report or one for each facility?**

**A:** If you have separate provider numbers then you must file a cost report for each provider number that you have, since the Mass Health GAFC program considers each separate provider number as a separate program.

**9. Q: I have actual costs for some line items but for others I have to use estimates. Should I just use estimates for all line items?**

**A:** Use actual numbers whenever possible and estimates when you are not able to provide actual numbers.

**10. Q: It is difficult for me to report actual numbers. How can I estimate?**

**A:** Please provide actual numbers whenever possible. However, if you have difficulty giving actual numbers, please estimate line items based on % GAFC Mass Health revenue. Take total revenue & estimate percent GAFC Mass Health. Consider all Mass Health revenue which includes revenue from per diem ADL services (11A), room & board (21A), and any other services paid by Mass Health clients (22A). Use Mass Health revenue as percent of total revenue to estimate line items.

## Schedule A Questions

**1. Q: Do I consider income the amount billed or actual revenue?**

**A:** Use accrual accounting and report the total amount that was billed as of 6/30/07 or 12/31/07 if you use calendar year.

**2. Q: Do I need to write in all the line items?**

**A:** Yes, if you do not have a number to report on a schedule A line item please place a zero for the line item.

**3. Q: I receive donations. Where do I report this revenue?**

**A:** Use line item 1A Gifts to report donation revenue. Also, if you are using a percent of revenue estimate, make sure to include donations as part of your total revenue.

**4. Q: Where do I report my private client revenue?**

**A:** Use line item 9A private client payments to report all your private client revenue including room and board and other services paid by them.

**5. Q: Where do I report my Mass Health revenue? Do I separate out their costs?**

**A:** Yes, for Mass Health clients you must separate out their revenue. Use line item 11A GAFC Mass Health payments to report only the per diem revenue for ADL services. Use line item 21A GAFC Room & Board/SSIG to report revenue from Mass Health clients that goes towards their room and board. This may include monies from SSIG. Finally, use 22A GAFC Client Payments to report any other revenue from Mass Health clients. Please note that if you are using the percent revenue calculation to estimate your costs, make sure to consider all Mass Health revenue for your estimate (ie Mass Health revenue= 11A+21A+22A).

## **Schedule B Questions**

**1. Q: I have a staff person serving in 2 different capacities, how should I report their income?**

**A:** Report each position separately and break out using FTEs. Example: a nurse who also serves as a program director would report the same base yearly salary for both but separate total salary amounts and FTEs for program director and nurse.

**2. Q: I have dietary and activities personnel. Where should I report them?**

**A:** Dietary and activities personnel are considered indirect staff. We have added line items 7B and 8B for these positions.

**3. Q: Who is a subcontractor?**

**A:** A subcontractor is an Individual possessing specialized skills or expertise in client care and treatment, engaged on a "specialist" basis for a specific period of time to provide client care or treatment. May include temporary staff. Please list all titles and breakdown cost for each using line items 28B -33B (Ex. Subcontractor:nurse).

**4. Q: I have a CNA on staff but I don't see a line item for this. Where should I place them?**

**A:** A CNA is a direct staff person and should be listed under the other direct care line item. Use line item 28B and write "CNA" along with salary details.

**5. Q: How do I report my number of days clients and days service?**

**A:** We ask for the number of days service for your entire group adult foster care (aka assisted living) operation as well as the days service for just your Mass Health clients. Similarly, we ask for the total number of days service for all your clients and then broken out for just your Mass Health clients.

**6. Q: How do you calculate per day admin?**

**A:** To calculate total per day admin cost (line item 24C), add total staffing expenses (35B from Schedule B) and total non-staffing expenses (18C from Schedule C), then calculate percentage of that total that is non-staffing expense. Take this percent from per day rate (\$37.75) to get admin per day. Remember, the per day rate in FY07 was \$37.75.

### **Schedule C Questions**

**1. Q: What are non-reimbursable expenses?**

**A:** These are expenses such as tax penalties, bad debts, lobbying fees, and fund raising.

**2. Q: Where do I put my food related expense?**

**A:** We have created line item 7B in schedule B for dietary personnel salaries. To capture food expenses we have added line item 15C in Schedule C called Dietary Expenses. Please note that unlike Schedule A which includes all client revenue, for both Schedules B and C you must report only expenses related to Mass Health clients. Therefore in 15B you must report an amount for dietary expense that is only related to Mass Health clients.

**3. Q: Where do I put depreciation for vehicles or furniture? What about building and lease improvements?**

**A:** We have made line 8C broader and changed it to , “movable equipment depreciation”. This line item is for depreciation expense associated with office equipment, furniture and motor vehicles.

We have also updated line 14C to “fixed equipment depreciation”. Use this line item for any depreciation associated with building and lease improvements.

**4. Q: Where would I place plant and housekeeping?**

**A:** Please place plant and housekeeping expenses in line item 16C, Other admin expense.